



# Personal Support Plan Tools

Montana Department of Public Health & Human Services Developmental Disabilities Program

111 North Sanders

Helena, MT 59604-4210

Phone: 406.444.2995 • Fax: 406 444 0230



## Important To/Important For

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Important To	Important For
Instructions for supporters – what others need to know or do	
Still need to learn/better understand	

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## Good Day/Bad Day

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Good Day	Bad Day

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\_\_\_\_\_ 's \_\_\_\_\_ **Ritual**

(could be morning, transitioning, evening)

Contributors: \_\_\_\_\_

Time (rough estimate)	Activity (Include description)

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## \_\_\_\_\_’s Comfort and Celebration Rituals

Contributors: \_\_\_\_\_

Comfort Rituals	Celebration Rituals

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## Reframing Reputations

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

What is the reputation? \_\_\_\_\_

1. Are there ever circumstances where this can be positive? If yes, what is it called?

\_\_\_\_\_

2. Does the “behavior” demonstrate or reflect something that is important to the person?

\_\_\_\_\_

3. If the “behavior” truly is negative, what is the support strategy?

\_\_\_\_\_

Then ask...

Given what we have learned:

1. Are there things that are present in the person’s life that need to change?  
E.G. How the person lives; what the person is asked to do; who the person lives with?

\_\_\_\_\_

2. Are there things that we need to do differently?  
I.E. How the person is supported?

\_\_\_\_\_

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## Communication Chart

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Enter 2 <sup>nd</sup> or 3 <sup>rd</sup>	Enter 1 <sup>st</sup>	Enter 2 <sup>nd</sup> or 3 <sup>rd</sup>	Enter 4 <sup>th</sup>
What is happening? Or When this happens... (circumstance, context)	_____ does (observed action/words)	We think it means...	We should... (desired supportive response)

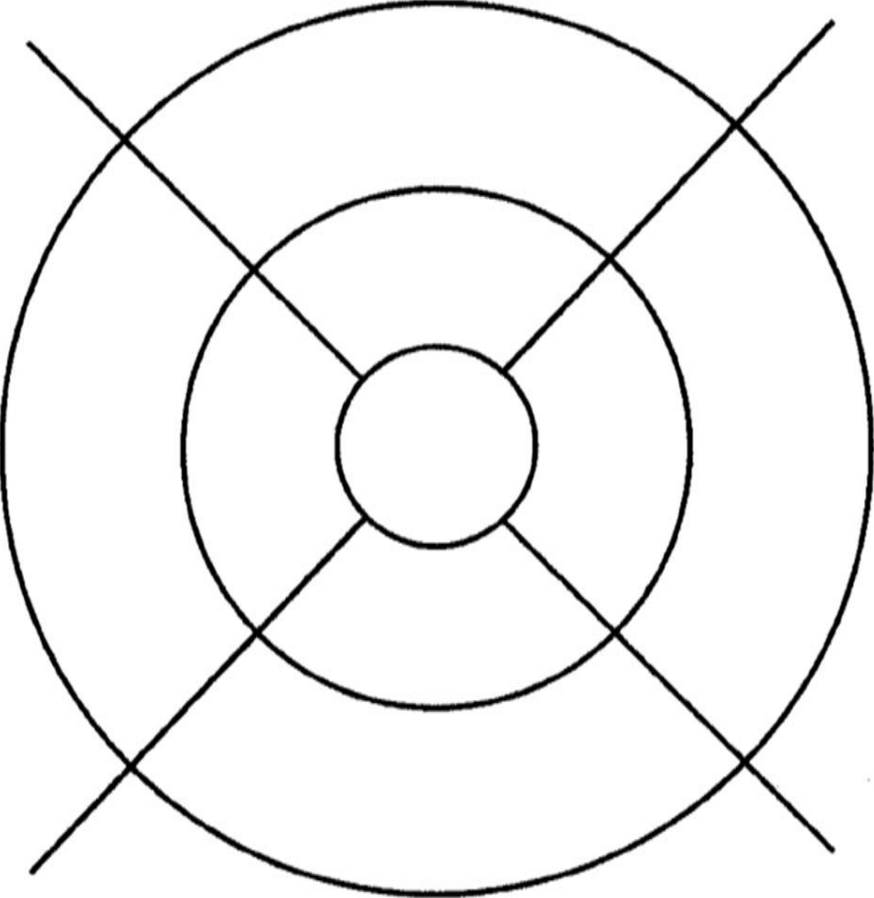
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## Relationship Map

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

	<b>Family</b>	
People who support the person at work, school, day services, retirement		People whose paid job is to support the person at home and other places
	<b>Friends</b>	
<b>Notes:</b>		

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## 2 Minute Drill

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

**In 2 minutes tell me:**

- What should I know (important to/important for), and
- What should I do to make it a meaningful, safe, and enjoyable day for the person?

**Important To**

Actions:

**Important For**

Actions:

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## Best Day/Worst Day – Without Limits

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

### **Describe the Best Day Possible – Without Limits**

- What would you do?
- What would the day be like?

### **Describe the Worst Day Possible – Without Limits**

- What would you do?
- What would the day be like?

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## Like & Admire – Talk To and Listen To

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

What do you like about _____	What do you admire about _____	When's the last time you had fun together?

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## Matching

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Supports wanted and needed	Skills needed	Personality Characteristics Needed	Shared common interest (would be nice to have)

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## Donut

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

<b>Core Responsibilities</b>	<b>Areas to use judgment or creativity</b>	<b>Beyond the scope of our reasonability</b>

*Reference: Handy, Charles (1994). The age of Paradox.*

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## Decision Tree – Yours, Mine & Ours

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Areas for decision	Yours (Be specific, who?)	Mine (The person supported)	Ours (Shared decisions)
Medical care; including providers of medical, procedures, medications to take, etc.			
Finances: how to spend money, what to buy with extra money;			
What services will be accessed-			
Who I live with			
Other			

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## Working/Not Working

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

	<b>What works/makes sense (the upside) Right now</b>	<b>What doesn't work/make sense (the downside) Right now</b>
<b>'s Perspective</b>		
<b>Family's Perspective</b>		
<b>Staff's Perspective</b>		

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## Learning Log

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

Date	What did you do (What was the activity and how long did it last)?	Who was there? (Name of staff, friends, others, etc.)	What did you learn about the activity that worked well? What did you find useful about the activity? What would you do again?	What did you learn about the activity that didn't work well? What was not useful about the activity? What would you do differently?

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## 4+1 Questions

For: \_\_\_\_\_

Contributors: \_\_\_\_\_

1. What have we tried?	2. What have we learned?	3. What are we pleased about?	4. What are we concerned about?	Plus: What should we try/do next based on what we have learned?

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